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UNITED STATES DISTRICT COURT
District of Rhode Island

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ECF TRAINING FOR FILING USERS

Course Description

Course Overview

The purpose of this course is to address the implementation and support needs of attorneys and law firm staff as they become Filing Users of the Court's ECF System. It provides in depth, hands-on training for attorneys who practice in the District of Rhode Island. This course will also address the local Administrative Procedures set forth by the Judges of this Court and pertinent sections of the Local Rules that are affected by these procedures, the Privacy Policy set forth by the Judicial Conference, attorney responsibility and the overall effect that e-filing has on case flow management.

Audience and Prerequisites

The target audience consists of attorneys and professional staff who practice in the U.S. District Court for the District of Rhode Island. Before attending this course, attendees should:

- be familiar with the personal computers and the use of common software applications (word processors, web browsers, etc.).
- complete the web-based training available on our website - www.rid.uscourts.gov
- read the Administrative Procedures for e-filing with this Court.

Course Materials

ECF Ready Checklist
Course Overview and Outline
PowerPoint Slides for note taking
Administrative Procedures
CM/ECF Brochure
CM/ECF Attorney User Manual
Case Docket Reports

Course Outline

Welcome Remarks

Powerpoint Presentation

Course Objectives
Benefits of CM/ECF
What about Security?
Implementation of ECF
System Requirements
Other Requirements
Fees
Fed.R. Civ. P. 5 (b)(2)(D) and 5(b)(3)
Judicial Conference Privacy Policy

E- Filing

Creating of a PDF Document (p. 5 of User Manual)

- ▶ Word processor
- ▶ Document Scanner

Review of Signature Requirements

Logging in to CM/ECF (p. 10 of User Manual)

- ▶ Login Screen
- ▶ Password cautions
- ▶ Security

Account Maintenance

- ▶ Change Password
- ▶ Email Notification Options

Initial Pleadings and Service/Review of NEF

- ▶ Entry of Appearance (CA06-10XX)
- ▶ Answer to Complaint (CA06-10XX)
- ▶ Answer with a 3rd Party Complaint (CA06-20XX)
- ▶ Executed Service of Summons (CA06-20XX)

Motions and Related Filings (p. 15 of User Manual)

- ▶ Motion to Quash Deposition (CA06-20XX)
- ▶ Motion for Summary Judgment with 1 Exhibit attached (CA06-30XX)
- ▶ Statement of Undisputed Facts (CA06-30XX)
- ▶ Motion to Dismiss or in the Alternative, to Transfer Jurisdiction (CA06-40XX)
- ▶ Motion for Miscellaneous Relief (CA06-40XX)

Responses and Deadlines

- ▶ Objection to Motion (CA06-40XX)

Other Filings

- ▶ Stipulation
- ▶ Affidavit
- ▶ Proposed Orders

Filing in Criminal Case

- ▶ Entry of Appearance in Multi-Deft. Case (CR06-1XX)
- ▶ Motion to Suppress in Multi-Defendant Case (CR06-1XX)
- ▶ Motion for Bill of Particulars (CR06-2XX)

Access to Social Security Cases

Logging Out

PACER and Reports

- ▶ Difference between ECF Login and PACER Login
- ▶ Viewing Reports
- ▶ Viewing case documents with hyperlinks
- ▶ Queries

Closing

- ▶ Documents Filed in Error
- ▶ Contacting the Help Desk
- ▶ Quality Control Process